

Minutes  
Human Services Commission and Housing Board  
Joint Special Meeting  
Thursday, September 23, 2004  
5:00 P.M.  
Via Linda Senior Center – Room #4  
10440 E. Via Linda  
Scottsdale, AZ 85258

Present from the Human Services Commission:

Chairwoman Fausel, Vice-Chair Bachmann, Commissioners Coudroglou, Reid and Resnick

Present from the Housing Board: Chair Williams and Members Edwards, Morgan and Prinski

Absent: Commissioner Kathleen Hemmingsen

Staff Present: Connie James, Mark Bethel, Donna Brower, Dawn Cagan, Jan Cameron, Molly Edwards, Cindy Ensign, Phil Hershkowitz, Diane Kallal, Valerie Kime Trujillo, Judy Register, Jim Saunders and Sharon Stephenson.

CALL TO ORDER

Chairwoman Fausel called the meeting to order at 5:20 pm.

The Housing Board had a quorum, as did the Human Services Commission.

APPROVAL OF MINUTES FROM THE SEPTEMBER 9, 2004 MEETING

Commissioner Resnick moved for approval of the September 9, 2004 meeting minutes; Commissioner Bachmann seconded and the motion carried unanimously.

Chairwoman Fausel asked Commissioners if the Family Self Sufficiency Graduation Ceremony agenda item could be moved and discussed as the next item. All Commissioners agreed.

Chairwoman Fausel asked the members of the Housing Board if the Family Self Sufficiency Graduation Ceremony agenda item could be moved and discussed as the next item. Chairwoman Williams agreed, but indicated that Board member Edwards needed to leave the meeting at 6:15, and could they please discuss the Commission and Board Discussion as the next agenda item. Both Commissioners and Board Members agreed.

FAMILY SELF SUFFICIENCY GRADUATION CEREMONY

Mark Bethel, Community Assistance Manager, introduced Sharon Light Stephenson and commended her for her hard work with the Family Self Sufficiency Program. Ms. Stephenson discussed the Family Self Sufficiency Program and its upcoming graduation ceremony on October 6.

Chairwoman Fausel indicated her appreciation for all of the hard work that Ms. Light Stephenson does and that it was a pleasure to have her at the meeting.

Vice-chair Bachmann asked if the Housing Board oversees Section 8 recommendations. Mr. Bethel said yes, there are presentations to the Housing Board on Section 8 issues. Mr. Bethel

added that he would be happy to coordinate transportation for commissioners and board members to the event if they wished to attend. If commission and board members would like to attend, he asked they contact him as soon as they can. Chairwoman Fausel asked if commissioners would meet Mr. Bethel at a central point. Mr. Bethel said yes, since most commissioners and members live in the vicinity of the Via Linda Senior Center they could meet there. Both Commissioner Resnick and Chairwoman Fausel indicated interest. Ms. Stephenson indicated that the event begins at 6:30 and Mr. Bethel stated that it would be best to meet at Via Linda at 5:15 to assure arriving on time. Chairwoman Fausel asked that any commissioners or board members that are interested in being transported to the event to please contact Mr. Bethel.

Chairwoman Williams asked if the participants this year had bought any houses in Scottsdale. Ms. Stephenson said no, they bought houses in East Mesa, Surprise and the South Phoenix areas and that the average price was \$140,000.

Connie James, Human Services Director, discussed the protocol for the remainder of the meeting. She indicated that there were quorums of both the Housing Board and the Human Services Commission and that the meeting was a joint meeting. She indicated that Mary Beth Hollmann was the recorder for the meeting. She said that if both the Human Services Commission and the Housing Board were agreeable that Chairwoman Fausel would run the meeting. Both the Housing Board members and the Human Services Commissioners agreed.

#### COMMISSION AND BOARD DISCUSSION

The Human Services Commission and the Housing Board discussed common goals and strategies for the upcoming year, including logistics of the upcoming fiscal year 2005/2006 funding process. Ms. James gave the following background of the Human Services Commission and the CDBG/HUD/HOME Scottsdale Cares, General Funds and Endowment funding.

#### Funding Process History

The Community Assistance Office (CAO) is part of the Human Services Division, which is a division of the Community Services Department. The Community Assistance Office is responsible for all HUD funding received by the City of Scottsdale. The anticipated funding for FY 2005/06 is as follows:

Public Service Allocation (15% of total Allocation)	\$207,150
Non-Public Service Allocation 65% of total allocation	\$897,650
HOME Funds	\$489,451

Additionally, Human Services is responsible for:

General Fund contracts	\$180,000
Scottsdale Cares Funding	\$190,000
Social Services Endowments	\$ 3,000

In May 1999, CAO staff met with Purchasing staff to redesign the procurement process for General Fund Contracts. The goal was to synchronize all of the contracts to one consistent length of time (1 year) and ensure that the Human Services RFP (General Fund Contracts)

process was in compliance with the City's Procurement Code. The Purchasing Director determined that General Fund applications would be in compliance with the City's Procurement Code if the applications went through the same application process as the CDBG and HOME RFP process. The Purchasing Director reviewed the CDBG and HOME applications; attended the Applicant Orientation; assessed the public participation and determined that the CDBG/HOME application satisfied the City's Procurement Process. In addition, the Purchasing Director proposed to change the Procurement Code to delegate procurement responsibilities for Human Services Contracts directly to the Community Services General Manager. In July 2000, the City Council approved substantial changes to the Procurement Code, which included the addition of P2-180.2 (D).

#### Funding Processes

Prior to 2002, the Human Services Commission heard all proposals. A member from the Housing Board sat in on the Housing Proposals for the hearings and recommendations. In 2002 when the Housing Board moved to the Citizen and Neighborhood Resources Department, the Housing Board began hearing the housing related proposals. The Chair of the Housing Board then presented the Housing Board recommendations to the Human Services Commission.

#### Recommendation Process

The Community Service Department, Human Services Division, Community Assistance Office and the Human Services Commission take the recommendations to the City Council each spring for approval and then forward the recommendations on to HUD.

#### Accounting Process

The Community Assistance Office then develops the contracts for the HUD related funding and has these contracts executed. They are also responsible for payment of invoices, reconciliation of accounts and auditing those who receive funding.

HUD audits the Community Assistance Office relative to their processes, procedures, payments and reporting. Additionally, CDBG, HOME and Section 8 funds are audited annually as part of the city's external audit process.

Ms. James stated that at the May 2004 Human Services Commission retreat, there was input regarding how the commission goes forward in the future and one suggestion was that the commission go back to reviewing the HOME applications in addition to the CDBG/GF/Scottsdale Cares and Endowment applications to garner a more holistic approach. In essence, the Human Services Commission hears applications about domestic violence services and emergency assistance, but not the end result, how people are stabilized and on their way to self sufficiency. The Housing Board discussed this issue at their meeting and that is why we are having this joint meeting today.

Chairwoman Fausel called for a joint discussion regarding returning the Human Services funding process back to prior to 2002.

Chairwoman Williams started by thanking the Human Services Commission for giving the Housing Board the opportunity to review the HOME applications, because reviewing them has been critical to the Housing Board in determining what their goals should be and what kind of applications are coming in. She said that affordable housing is of great concern to the Housing

Board and in reviewing the applications they had a greater understanding of the process and as such were able to promote the process and create more applications. She added that the Housing Board would very much like to be involved in knowing what is going on with the funding process and is interested in leveraging the money that is spent for housing. She also stated that policy is very important to the housing board and that they would like to have input. She said that the board is an advocate of people moving on with their lives and housing is a first step to that, as is stabilization.

Chairwoman Fausel stated that the goals of the Housing Board and the Human Services Commission are mutual and thanked the Housing Board for all of their hard work. She said that like the Housing Board, they want to continue with the holistic approach. She indicated that the commission has heard and seen what those using human services go through and their goal is to provide the most efficient services. She stated that prior to 2002 a representative from the Housing Board attended the funding hearings and asked if that is an option to consider again.

Vice-chair Bachmann asked if when a member of the housing board sat with the commission did they hear all the applications or just the housing applications. Mr. Bethel said the Housing Board member would hear all the proposals, including General Fund and Scottsdale Cares proposals. Vice-chair Bachmann then stated that he is an advocate of the holistic approach and discussed a story about a single mom who took advantage of the housing rehabilitation fund in Scottsdale and how her son is part of a mentoring program at the Boys and Girls Club, both of which are funded by CDBG funds. He added that these funds don't exist in a vacuum they are interconnected and hearing all the applications would help him do a better job in the decision making process.

Chairwoman Williams stated that she would like to comment on one board member coming to the Human Services funding hearings. She said the last two years that the Housing Board has listened to applications, they have not always reached a consensus, but they have worked very hard and have been through a good deal of give and take, as well as creating policy as they went along. She said that she doesn't know that one individual from either one of our boards has the authority to speak for the other board, she didn't think that a Housing Board member sitting in on the Human Services hearings is such a good idea.

Vice-chair Bachmann asked if it had to be one Housing Board member, couldn't it be two or three and how does the Housing Board feel about that?

Chairwoman Williams indicated that there was real discussion in their meeting and the question is – is it crucial for the Housing Board to hear the requests for funding or do they want to make policy and ask the Human Services Commission to help the Housing Board develop those policies or programs that are developed. She indicated that in her experience in developing the Housing Commission for the State of Arizona, they felt that they were more effective by not being involved with the money end. She said that she didn't know if her board had reached that type of decision and it is too late to change the process this year, but what they would like to do this year is try to look at it holistically and discover how the Housing Board can be of the best service. She said if both the entire Housing Board attended the Human Services funding hearings, it would help them to understand the process better. After the hearings, she said that the Housing Board would meet and then have another meeting with the Human Services Commission about the recommendations.

Board Member Edwards said that Mr. Bethel had indicated at the Housing Board meeting that because the Human Services Commission has some fiduciary legal responsibility for all of the funding, they need to hear all the applicants, and the Housing Board recognizes that and needs to make sure that the commission is aware of what the board is doing. He added that Barbara is working with the Housing Board to redefine what they are doing and maybe the Housing Board should step back from the money, and just provide input. He added that the Housing Board wants to be there for the Human Services Commission, so if someone needs housing information they feel they can be that source, but maybe if they did it at a different level they would be more effective.

Commissioner Reid suggested that another joint meeting could be added prior to the hearings.

Chairwoman Williams stated that the Housing Board should go through the funding process with the Human Services Commission this year because they would learn a lot about the process. She added that she takes her job on the Housing Board very seriously and that one of the board member's jobs is to help things work better as it serves their constituency.

Chairwoman Fausel agreed and suggested that after the process is complete that both the Housing Board and Human Services Commission reevaluate the process.

Chairwoman Fausel summarized by saying that both the Housing Board and the Human Services Commission will use the coming year for the opportunity to further dialogue and have more insight into how each Board/Commission functions for the purpose of serving their constituents in the most effective way. At the end of the year, the Board and Commission will reevaluate how successful they have been and make another decision at that time to determine the future of the process. She asked staff if that was an agreeable plan.

Mr. Bethel indicated that there are two separate days for the hearings, and asked if the Housing Board would listen to all the approximately 59 applicants.

Chairwoman Williams asked if there were any applications heard last year that were based on clients being in a self-sufficiency program and if so, is there any way that if that happened that the funding priorities would change based on prioritizing self-sufficiency programs.

Chairwoman Fausel asked if that would be using funds that were funneled into the city from federal dollars. Chairwoman Williams said yes, it is her understanding that the Human Services Commission provides funding for agencies that provide self-sufficiency programs. Ms. James said yes, one agency that does that is Save the Family. Chairwoman Williams then stated that there may be a family that has been recently rendered homeless and there are no funds in the Family Self-Sufficiency program to help them, then the Housing Board could assist with a housing loan. She asked if there are possibilities where one type of funding can be had if another will not work. Ms. James said yes, agencies like Save The Family do case management and are often looking for units and the Housing Board could assist.

Chairwoman Fausel asked that when the Housing Board refers to policy, how she interprets that is that following your proposal, one of the provisos that could be written in, or a policy, would be that an individual be in a Family Self-Sufficiency program and the funding would by proviso have to be reviewed by Save the Family or a similar agency – so that there is an information and referral component.

Ms. James stated that if there is a particular issue that the commission wants the applicants to emphasize, the commission indicates that in a cover letter to the prospective applicants. So, the Housing Board could indicate to the Human Services Commission what they are seeking for the coming year and it could be added to the letter. The letter could also be from both the Housing Board and the Human Services Commission.

Mr. Bethel added that the legitimacy of the funding process is that it is a competitive process and that they are not asking for specific services. He added that if an agency provides a service that the board or commission is interested in, then it is the role of the board and commission members to encourage that non-profit agency to apply for the next funding process. In addition, the policies of the Housing Board that are in line with that of the Human Services Commission add more weight when presenting to the City Council.

Chairwoman Williams said that the Housing Board might be able to craft what they want from an agency that would get some partnerships going. Chairwoman Fausel said that one of the opportunities of the Housing Board and Human Services Commission collaborating together is learning about what does and doesn't work through this process, and then working to create a better approach in the future.

Ms. James asked that the Board and Commission reply with their ideas on the cover letter to Mark quickly as October 6 is the orientation for applicants. Board Member Edwards asked if the focus of the RFPs was already in place. Ms. James said no, the normal process is currently in place. However, she said that if the commission wants a cover letter to be delivered at the orientation that has to be decided tonight.

Chairwoman Fausel summarized by saying that the Housing Board and Human Services Commission will come together during the course of the year to review and plan for cohesive human services that represent the clients best interest and to do so, they agree that they would meet for the coming year.

Ms. James stated that the commission has the schedule, but the Housing Board does not. She said that the next logical joint meeting would be January 27, when the funding books would be given out to all the commissioners. She then indicated that the next meeting that would be critical would be on February 7, when the CDBG/HOME funding hearings take place (about 20-25 applicants). The next meeting is on February 9, when the Scottsdale Cares/General Fund and Endowment funding hearings take place (about 25-30 applicants). Finally, on February 24, staff and commission meet regarding the commission's funding recommendations for both hearings.

Housing Board Member Edwards asked if Housing Board members have to be at all of those meetings.

Ms. James indicated that there are two options: 1) the Housing Board attends the CDBG/HOME hearing on February 7 and the Scottsdale Cares/General Fund/Endowment hearing on February 9 and the recommendation meeting on February 24 2) the Housing Board attends the CDBG/HOME hearing on February 7 and the recommendation meeting on February 24.

Chairwoman Williams indicated that the Housing Board would be having a retreat in October and until the entire Board meets to discuss the options, she wouldn't be able to commit, as they have an agenda to follow as well. She asked if she could contact Ms. James after their meeting. Ms. James said yes.

Molly Edwards, Housing Resources and Program Mediation Manager, stated that at the Housing Board's October retreat it might be good for the Housing Board to understand the goals and objectives of the Human Service Commission because the sustainability component is an important part of the Housing Board's goals, so if the Board wishes to do so, they could incorporate the Human Services Commission's goals and objectives into the retreat discussion.

Chairwoman Williams indicated that the Housing Board's retreat is on October 22, and at that time, they could certainly work on any proposal that has a priority for this year's funding.

Ms. James indicated that if the Housing Board wants their priority for funding to the applicants it has to be by October 6, which is day one for applicant orientations.

Housing Board Member Edwards asked if there was an opportunity to put something together before October 6. Ms. James said yes, that is what they need tonight. Mr. Bethel indicated it could be in the form of a letter from the Housing Board or one letter from both the Housing Board and the Human Services Commission.

Housing Board Member Morgan indicated that the Housing Board doesn't have a meeting before October 6. Housing Board Edwards asked if the Housing Board could send something out. Chairwoman Williams asked if the Human Services Commission would give the Housing Board the authority to send something to the applicants. Mr. Bethel indicated that the overriding authority is the competitive process. The commission and board can share whatever their priorities are with the applicants, but the fact is the applications that they have to review can vary and are based on the requirements of the funding source, for example the CDBG priorities identified in the Consolidated Plan. There is not an individual request for proposal for a specific activity. He said that they are sending out applications for CDBG funds and applicants can submit a proposal for any eligible activity.

Chairwoman Williams asked if they would see an application that fit their priority. Mr. Bethel said it varies, but the cover letter can give applicants an idea of what the board and commission are looking for.

Vice-chair Bachmann asked if the commission could indicate they are interested in housing programs that promote self-sufficiency or housing programs north of Shea or something like that and Mr. Bethel said yes.

Diane Kallal, Sr. Grants Specialist, stated that as of September 1, all of the RFP letters were sent out, as well as advertisements in the newspapers. However, not everyone comes to the applicant orientation, but there might be agencies that would apply, based on the interests of the board and commission. She asked if the board and commission would like staff to send the combined letter to all 250 on the mailing list. Vice-chair Bachmann said yes, as that would be fair.

Chairwoman Williams stated that the Housing Board would like to propose a priority for housing programs that have self-sufficiency components with them and asked how would the letter be worded.

Ms. James indicated that since a lot of the funding that the commission does through Scottsdale Cares, General Funds and Endowment are supportive programs that are for case management and a variety of services like that, she asked if Chairwoman Williams was recommending that when applicants apply for the housing component they also apply for other money that might support their housing proposal.

Chairwoman Williams said yes, or partner with an agency that does. She indicated that what the Housing Board is looking for are units that provide incentives or ways for people to be self-sufficient. She stated that however staff words the letter, the Housing Board would like that to be their priority issue. Mr. Bethel said that would be fine. He stated that Homeward Bound in the past has used HOME funds to acquire units for their programs and CDBG funds to provide case management for the same programs.

Chairwoman Williams stated that the application wouldn't have to be for transitional housing, it could also be for permanent housing. Mr. Bethel said yes, what ever the agency requests funds for that meets the national objectives of the CDBG and HOME programs. Homeward Bound and Save the Family both have components that fit that model.

Chairwoman Williams indicated that Community Services of Arizona probably does too.

Chairwoman Fausel recapped by saying that the Housing Board and Human Services Commission are in agreement that they would like to continue dialogue for the course of the year and then reevaluate the board and commission's goals and objectives as well as craft a cover letter and send it out to all who have already received the request for proposals with the new information regarding review process that the commission and board would like to see.

Vice-chair Bachmann asked about the hearings and who would be there. Mr. Bethel indicated that although they typically meet with the Housing Board and Human Services Commission separately in January, those meetings could be combined into one, the January 27 meeting, and then the Housing Board would attend, if they choose, the February 7 hearing for the CDBG/HOME funds. He asked if the Housing Board wants to hear the February 9 hearing for Scottsdale Cares/General and Endowment Funds. He said that the January 27 meeting is important and the February 7 meeting is even more so.

Chairwoman Williams indicated that she and Housing Board Members, Edwards, Morgan and Prinski would commit to the January 27 meeting. She said that she would poll the additional board members regarding the February 7 and 9 meetings.

Mr. Bethel indicated that the last critical date for Housing Board Members to attend is February 24, the meeting where the commission makes the recommendations for funding. Chairwoman Williams said she has February 7 and 24 as definite and will try to see who would commit to January 27 and February 9.



Mr. Bethel indicated that January 27 is important also. Ms. James agreed saying that at that meeting dialogue between the board and commissions takes place about how the hearings will flow.

Chairwoman Fausel summarized again stating that Housing Board Member Edwards, Morgan, Prinski and Chair Williams will attend the January 27, February 7 and 24 meetings and that Chairwoman Williams will check on the February 9 meeting.

Chairwoman Fausel asked if a vote was needed and Ms. James said that it was at the choice of the board and commission, but if they decide to vote, each must vote separately.

Chairwoman Fausel moved that there will be a joint meeting with the members of the Human Services Commission and the Housing Board to participate in the review process for the hearings, particularly CDBG, and that we agree to meet jointly on the following dates: January 27, February 7 and February 24, 2005 with a tentative joint meeting scheduled on February 9<sup>h</sup> to be confirmed later by the Housing Board. Commissioner Resnick seconded and the motion carried unanimously.

Chairwoman Williams moved that there will be a joint meeting with the members of the Human Services Commission and the Housing Board to participate in the review process for the hearings, particularly CDBG, and that we agree to meet jointly on the following dates: January 27, February 7 and February 24, 2005 with a tentative joint meeting scheduled on February 9<sup>h</sup> to be confirmed later by the Housing Board. Housing Board Member Edwards seconded and the motion carried unanimously.

Mr. Bethel said that they would be happy to send out the cover letter for applicants and asked if Ms. Edwards could work with the Housing Board for any additional information for the letter. Ms. Edwards said yes, she would make it a priority the next day.

Mr. Bethel summarized that the Housing Board would like to see more applications related to self-sufficiency issues to assist in housing related activities that provide self-sufficiency opportunities. Chairwoman Williams said yes, and expand and promote the base of affordable housing in Scottsdale.

Board Member Del-Monte Edwards left the joint meeting at 6:25 pm.

#### REVIEW OF UPCOMING FUNDING PROCESS AND GRANT APPLICATIONS

Mark Bethel, Community Assistance Manager provided a brief overview of the upcoming CDBG/HOME/General Fund/Scottsdale Cares/Endowment funding allocation process and funding priorities. Diane Kallal, Senior Grants Program Specialist, reviewed the grant applications, process and calendar for the upcoming funding cycle.

Chairwoman Williams asked about the consolidated plan and if the focus would stay the same this year. Mr. Bethel indicated that Paul Ludwick would discuss that in more depth on the next agenda item.

Chairwoman Fausel asked why there was a decline in youth and family funding awards. Mr. Bethel said that there were a couple of agencies that received significant funds in the past and

one larger agency that didn't apply, that had received funding in the prior year, resulting in the 15% decrease. Mr. Bethel also asked the board and commission to keep in mind that there is \$253,978 in funds not in this application process that are part of an Intergovernmental Agreement (IGA) with the Scottsdale School District (SUSD). He added that if those funds were included, the current percentage would change.

Chairwoman Williams stated that the Housing Board had Rich Crystal do an intensive study of which schools were declining, because often if a school does good the neighborhood does good and those issues parallel housing. She added that Ms. Edwards has made arrangements for the Housing Board to meet with the school.

Chairwoman Fausel asked if the new Superintendent at SUSD would be addressing the commission and Ms. James said yes and at that meeting, Superintendent Baracy will be discussing programs, such as Scottsdale Prevention Institute (SPI) and Community Bridges and others that they have funded through the IGA.

Chairwoman Fausel asked if that presentation is part of the proviso that the Human Services Commission did with SPI to determine what they were doing and because we didn't wish to do another 5 year contract. Ms. James said yes.

Chairwoman Fausel commended Mr. Bethel and Ms. Kallal and the other members involved in the process for all of their hard work. She suggested that when giving handouts, sometimes different colored paper is better so that it is easier to refer to items during discussion. Ms. Kallal said that wouldn't be a problem in the future.

Vice-chair Bachmann asked how Scottsdale Cares is doing this year. Valerie Kime Trujillo, Resource Development Specialist, indicated that there was approximately \$13,500 coming into the fund each month. Vice-chair Bachmann asked if the money earns interest and Ms. James said yes, and those funds go back into the account.

Chairwoman Williams asked if what the program collects is \$1.00 per month on the water bill. Ms. James said yes, but although we receive donations each month, it is not from the same people each month. Chairwoman Fausel asked how much money the fund would receive if all Scottsdale residents donated a dollar each month. Ms. Trujillo said the amount would be 1 million dollars.

Chairwoman Williams said that she has no idea what the Scottsdale Cares money is used for. Ms. James stated that there are articles in the Scottsdale Pride that highlight an agency each month. Chairwoman Williams stated that how the money is used isn't highlighted on the bill. Ms. Trujillo stated that there is a one liner at the bottom of the bill that indicates that the funds are earmarked for 18 to 19 critical social services agencies each year.

Chairwoman Fausel asked if one of the commission's goals could be to strive to let Scottsdale residents know about Scottsdale Cares and perhaps the City Council could help.

Ms. James indicated that staff are planning a big push about Scottsdale Cares at the first meeting in January because it will be the 10<sup>th</sup> anniversary of Scottsdale Cares.

Chairwoman Fausel suggested bookmarks about Scottsdale Cares that City Council members could have when they are out speaking to the public.

Mr. Bethel indicated that both Tempe and Chandler awarded less than \$60,000 in their utility billing programs - comparatively speaking, Scottsdale is way above that.

Ms. James asked if the commission wanted anything added to the letter for proposals similar to the Housing Board. Commissioner Resnick asked that applicants should emphasize doing a good presentation as it often affects funding.

Mr. Bethel said, at the pleasure of the commission, that staff would draw up a letter for the chair or vice chair to review to expedite the process, similar to that of the Housing Board, before the letter is handed out. Vice-chair Bachmann asked if it would be one letter and Mr. Bethel said yes. Chairwoman Williams said it was important that applicants understand it would be a joint meeting.

#### CONSOLIDATED PLAN UPDATE

Paul Ludwick provided an update of the Consolidated Plan process.

Chairwoman Williams asked when Paul said that the Consortium does the entire plan, do they send in the whole thing and Mr. Ludwick said yes. Chairwoman Williams asked if Mr. Ludwick sends one in as well, is it the same and why do they do that. Mr. Ludwick said that when the consortium sends in the plan for the consortium it is only for housing activities, it includes the needs assessment for the entire area and it consolidates all the local plans for how the housing resources will be used. Chairwoman Williams asked if there is a separate plan for Scottsdale and for example, Chandler. Mr. Ludwick said that the regulations say that the plan can be consolidated and all of the needs are dealt with collectively. Chairwoman Williams asked why do we send ours in. Mr. Ludwick said that Scottsdale's consolidated plan deals with everything but the housing funds, so we send that in separately.

Chairwoman Williams asked how long the consortium has been in existence. Mr. Ludwick said since 1992. Chairwoman Williams asked if it is still a good idea to be involved in the consortium or is it getting too big. Mr. Ludwick said that he thinks only Mesa and Glendale have populations that meet the income requirements for funding; Scottsdale wouldn't be funded if we weren't involved in the consortium.

Vice-chair Bachmann asked how the 300 people were chosen for the survey. Mr. Ludwick said that the survey is open to whoever wants to participate, but it was sent primarily to those on the CDBG mailing list and some individuals who have expressed an interest. Those interested are usually advocates or representatives for low-income people. He added it will also be put on the city's website. Vice-chair Bachmann asked if the survey was restricted to those, and Mr. Ludwick said no.

Chairwoman Williams asked if the survey was a standard form from HUD or was it something new. Mr. Ludwick said that staff created it, but it bears a strong correlation to the needs assessment chart in the needs assessment plan.

Chairwoman Williams asked how they determine what funding issues come first, second and last and does it have anything to do with funding priorities or the commission's priorities. Mr. Ludwick said that it correlates with the order of eligible activities in the Section 570.

Mr. Bethel thanked Mr. Ludwick for all of his work on the Consolidated Plan. He also said that there is a cross departmental team in the city comprised of people such as Cindy Ensign, Molly Edwards and people from the planning department. The purpose being, that HUD has indicated that they receive 300 to 400 page consolidated plans and they are looking to stay within their format and in their narrative. He added that they draw from other studies and refer to that – that's where the State of Housing in Scottsdale Report comes in and also the Human Services 5-year plan.

Chairwoman Williams asked that Mr. Bethel give Ms. Edwards the date that the plan is due so that the Housing Board can meet and make sure that they meet the HUD criteria. Mr. Bethel said that the information is due November 9, but the plan is not sent until May.

#### HUMAN SERVICES COMMISSION TOURS

Ms. James indicated that the Mesa Unity Way would provide her with a list of non-profit visits they are doing in case our commission would like to join them.

#### STAFF AND COMMISSION UPDATES

Ms. James indicated that the next meeting will be on October 14 in the City Hall Kiva and that staff will present the Human Services Issues Report, which, after commission approval, will be sent to the Governmental Relations Director, Steve Olson, for consideration to incorporate into the City of Scottsdale's Legislative Issues Report.

#### OPEN CALL TO THE PUBLIC

Chairwoman Fausel made an open call to the public for comments/questions/announcements or other business. There were no replies.

#### ADJOURNMENT

With no further business to be brought before the commission, Chairwoman Fausel asked for a motion to adjourn the meeting. Commissioner Resnick moved to adjourn the meeting and Commissioner Coudroglou seconded. The motion carried unanimously and the meeting adjourned at 7:30 pm.

Respectfully submitted by Mary Beth Hollmann, Recording Secretary.

Meets established criteria.

Connie James  
Director, Human Services

Molly Edwards  
Housing Manager/Mediation Manager